



# **INPATIENT MEDICATIONS**

## **SUPERVISOR'S USER MANUAL**

Version 5.0  
January 2005

(Revised May 2006)



# Revision History

The table below lists changes made since the initial release of this manual. Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. Either update the existing manual with the Change Pages Document, or replace it with the updated manual.

**Note:** The Change Pages Document may include unedited pages needed for two-sided copying. Only edited pages display the patch number and revision date in the page footer.

Date	Revised Pages	Patch Number	Description
5/06	25a-25b, 27-28 29-30 73-74	PSJ*5*154	<p>Added the INPATIENT WARD PARAMETER, PRIORITIES FOR NOTIFICATION to section 3.8.3 description and example.</p> <p>Added the PHARMACY SYSTEM PARAMETERS, PRIORITIES FOR PENDING NOTIFY, and PRIORITIES FOR ACTIVE NOTIFY to section 3.9.4 description and example.</p> <p>(C. Greening, PM, T. Dawson, Tech. Writer)</p>
03/05	iii, 1, 5a-5b, 6, 8, 10, 12, 13, 15, 17, 20, 23, 27, 31-33  29-30, 61-70, 71-74	PSJ*5*112	<p>Updated Table of Contents with new Section 3.2, Clinic Definition; renumbered all following sections in Section 3. (p. iii)</p> <p>In Section 1., Introduction, updated revision dates. (p. 1)</p> <p>Added new Section 3.2 for the Clinic Definition [PSJ CD] option; renumbered all following sections numbers in Section 3. (p. 5a-5b, 6, 8, 10, 12, 13, 15, 17, 20, 23, 27, 31-33)</p> <p>Added heading above and &lt;Enter&gt; symbols in Clinic Groups screen shot. (p. 6)</p> <p>In Section 3.8, PARAmeters Edit Menu, changed Clinic Stop Dates to Clinic Definition on screen shot. (p. 17)</p> <p>In Section 3.8.4., removed AUTO-DC IMO ORDERS field from bulleted list and Systems Parameters Edit screen shot; added Note about the new location of field. (p.29-30)</p> <p>In Section 5., Glossary, added definition for CLINIC DEFINITION File and reflowed text to next page. (p. 61-70)</p> <p>Updated Index to include CLINIC DEFINITION File and Option, Auto-Discontinue IMO Orders, and Inpatient</p>

			Medications for Outpatients; reflowed text to remaining pages. (p. 71-74) (S. Templeton, PM, R. Singer, PM, M. Newman, Tech. Writer)
01/05	All	PSJ*5*111	Reissued entire document to include updates for Inpatient Medication Orders for Outpatients and Non-Standard Schedules. (S. Templeton, PM, R. Singer, PM, M. Newman, Tech. Writer)

- “DAYS NEW LABELS LAST:”

Any new labels older than the number of days specified here will automatically be purged. Enter a whole number between **0** and **35**.

- “MAR ORDER SELECTION DEFAULT:”

Enter the number corresponding to the type of orders to be included on MARs and the Medications Due Worksheet printed for this ward.

- 1** All Medications
- 2** Non-IV Medications only
- 3** IV Piggybacks
- 4** LVPs
- 5** TPNs
- 6** Chemotherapy Medications (IV

Multiple order types (except 1) may be selected using the hyphen (-) or the comma (,).  
Example: 2-4 or 2,3,4

- “PRINT PENDING ORDERS ON MAR:”

Enter **YES** to include the pending orders that were acknowledged by a nurse on the MARs and the Medication Due Worksheet.

- “ ‘SELF MED’ IN ORDER ENTRY:”

Answer **YES** to have the prompts for patient self-medication included in the order entry process.

- “PRE-EXCHANGE REPORT DEVICE:”

Enter a device on which the Pre-Exchange Report may be printed. Answer with **DEVICE NAME**, or **LOCAL SYNONYM**, or **\$I**, or **VOLUME SET(CPU)**, or **SIGN-ON/SYSTEM DEVICE**, or **FORM CURRENTLY MOUNTED**.

- “STAT NOW MAIL GROUP:”

Enter the name of the mail group to be used for sending STAT/NOW active order notifications.

**“PRIORITIES FOR NOTIFICATION:”**

Select the priorities / schedules for notifications to be sent to the mail group defined in the “STAT NOW MAIL GROUP” parameter above.

If this parameter is empty / not defined, the priority set in the PRIORITIES FOR PENDING NOTIFY parameter via the SYSTEMS PARAMETERS EDIT [PSJ SYS EDIT] option will be used (if defined).

If the PRIORITIES FOR PENDING NOTIFY and PRIORITIES FOR ACTIVE NOTIFY parameters of the SYSTEMS PARAMETERS EDIT [PSJ SYS EDIT] option, and the PRIORITIES FOR NOTIFICATION parameter of the INPATIENT WARD PARAMETERS EDIT [PSJ IWP EDIT] option are all empty / not defined then notifications will be sent for priorities of STAT and ASAP, and schedules of NOW and STAT.

*(This page included for two-sided copying.)*

### Example: Inpatient Ward Parameters Edit

```
Select PARAmeters Edit Menu Option: IWP  Inpatient Ward Parameters Edit

Select WARD:      2 NORTH
DAYS UNTIL STOP DATE/TIME: 8// ?
    Enter the number (1-100) of days that an order will last.
DAYS UNTIL STOP DATE/TIME: 8// <Enter>
DAYS UNTIL STOP FOR ONE-TIME: ?
    Enter the number of days a one-time order should last.  The number can be
    from 1-100, however, it cannot exceed the number of days that standard
    orders last (DAYS UNTIL STOP DATE/TIME).
DAYS UNTIL STOP FOR ONE-TIME: <Enter>
SAME STOP DATE ON ALL ORDERS: YES// ?
    Answer 'YES' (or '1') if all of a patient's orders are to stop on the same
    date/time.
    Choose from:
        1      YES
        0      NO
SAME STOP DATE ON ALL ORDERS: YES// <Enter>
TIME OF DAY THAT ORDERS STOP: 2400// ?
    Enter the time of day that orders stop for this ward (military time).
    ENTER A NUMBER BETWEEN 0001 AND 2400.  THE ZEROS ARE NEEDED.
TIME OF DAY THAT ORDERS STOP: 2400// <Enter>
DEFAULT START DATE CALCULATION: USE NEXT ADMIN TIME AS DEFAULT      // ?
    Enter "0" to use the closest admin time, "1" to use the next admin time,
    or "2" to use "now" as the default start time for orders.
    Choose from:
        0      USE CLOSEST ADMIN TIME AS DEFAULT
        1      USE NEXT ADMIN TIME AS DEFAULT
        2      USE NOW AS DEFAULT
DEFAULT START DATE CALCULATION: USE NEXT ADMIN TIME AS DEFAULT      // <Enter>
START TIME FOR 24 HOUR MAR: ?
    Enter the time of day (0001-2400) that the 24 MAR is to start.
    PLEASE USE MILITARY TIME WITH LEADING AND TRAILING ZEROS.
START TIME FOR 24 HOUR MAR: <Enter>
LABEL FOR WARD STAFF: ?
    Choose from:
        0      NO LABELS
        1      FIRST LABEL ON ORDER ENTRY/EDIT
        2      LABEL ON ENTRY/EDIT AND VERIFICATION
        3      FIRST LABEL ON NURSE VERIFICATION
LABEL FOR WARD STAFF: <Enter>
WARD LABEL PRINTER: <Enter>
LABEL FOR PHARMACY: ?
    Choose from:
        0      NO LABELS
        1      FIRST LABEL ON ORDER ENTRY/EDIT
        2      LABEL ON ENTRY/EDIT AND VERIFICATION
        3      FIRST LABEL ON PHARMACIST VERIFICATION
LABEL FOR PHARMACY: <Enter>
PHARMACY LABEL PRINTER: <Enter>
LABEL ON AUTO-DISCONTINUE: ?
    Answer 'YES' to have labels created when this ward's patients' orders are
    auto-discontinued.
    Choose from:
        1      YES
        0      NO
LABEL ON AUTO-DISCONTINUE: <Enter>
MAR HEADER LABELS: ?
    Enter "YES" if MAR header labels should be generated for this ward.
    Choose from:
        1      YES
MAR HEADER LABELS: <Enter>
DAYS NEW LABELS LAST: ?
    Enter a whole number between 0 and 35.
ANY NEW LABELS OLDER THAN THE NUMBER OF DAYS SPECIFIED HERE WILL
AUTOMATICALLY BE PURGED.
DAYS NEW LABELS LAST: <Enter>
-----report continues-----
```



### Example: Inpatient Ward Parameters Edit (continued)

```
MAR ORDER SELECTION DEFAULT: ?
    Answer must be 1-10 characters in length.
Enter the number corresponding to the type of orders to be included on
MARs printed for this ward. Multiple types (except 1) may be selected
using "-" or "," as delimiters.
Choose from:
    1 - All Medications
    2 - Non-IV Medications only
    3 - IV Piggybacks
    4 - LVPs
    5 - TPNS
    6 - Chemotherapy Medications (IV)
MAR ORDER SELECTION DEFAULT: 1      1 - All Medications
PRINT PENDING ORDERS ON MAR: ?
    Enter YES to include acknowledged pending orders on the MARs
    Choose from:
        1      YES
PRINT PENDING ORDERS ON MAR:  <Enter>
'SELF MED' IN ORDER ENTRY: ?
    Answer 'YES' to have the prompts for patient self-medication included in
    the order entry process.
    Choose from:
        1      YES
        0      NO
'SELF MED' IN ORDER ENTRY:  <Enter>
PRE-EXCHANGE REPORT DEVICE: ?
    Enter a device on which the Pre-Exchange Report may be printed.
    Answer with DEVICE NAME, or LOCAL SYNONYM, or $I, or VOLUME SET(CPU), or
    SIGN-ON/SYSTEM DEVICE, or FORM CURRENTLY MOUNTED
STAT NOW MAIL GROUP:  <Enter>
PRIORITIES FOR NOTIFICATION: ?
    Choose from:
        S      STAT
        SA     STAT/ASAP
        SAN    STAT/ASAP/NOW
        A      ASAP
        AN     ASAP/NOW
        N      NOW
        SN     STAT/NOW
Select WARD:  <Enter>
```

### 3.8.4. Systems Parameters Edit [PSJ SYS EDIT]

The PHARMACY SYSTEM file allows a hospital to tailor various aspects of the Unit Dose Medications module that affect the entire medical center. Currently the following fields can be edited by using the *Systems Parameters Edit* option.

- “NON-FORMULARY MESSAGE:”

This is a message that will be shown to non-pharmacist users when ordering a non-formulary drug for a patient (a drug that is not currently stocked by the pharmacy). This is typically a warning and/or a procedure the non-pharmacist users must follow before the pharmacy will dispense the non-formulary drug. The message will show exactly as entered here.

- “EDIT Option:”

This field is used to edit the non-formulary message displayed above.

- “PRINT 6 BLOCKS FOR THE PRN MAR:”

This field is used to indicate if 4 or 6 blocks are to be used for ONE-TIME/PRN orders on the 7/14 DAY MAR ONE-TIME/PRN SHEET. The 7/14 DAY MAR ONE-TIME/PRN SHEET will print 4 blocks if this field is not set to **YES**.

- “PRINT DIET ABBR LABEL ON MAR:”

If this field contains a **1** or **YES**, the Dietetics Abbreviated Label will be printed on the MAR.

- “MAR SORT:”

This parameter allows the sorting of the MAR by the order’s schedule type or alphabetically by the medication names.

CHOOSE FROM:

- 0** Sort by order’s Schedule Type and then by Medication Names
- 1** Sort by order’s Medication Names

- “ATC SORT PARAMETER:”

This parameter allows sending of the Pick List to the ATC machine by ATC mnemonic within Patient (as in Inpatient Medications versions up to 4.0), or else by admin time within patient.

CHOOSE FROM:

- 0** ATC MNEMONIC
- 1** ADMIN TIME

- “CALC UNITS NEEDED PRN ORDERS:”

This parameter controls whether or not the Units Needed will be calculated for the orders with PRN in the schedule field on the Pick List.

- “DAYS UNTIL STOP FOR ONE-TIME:”

This parameter indicates the number of days a one-time order should last if there is no ward parameter defined. This number can be between 1 and 30.

- “ROUND ATC PICK LIST UNITS:”

This parameter allows the site to decide whether or not fractional units per dose will be rounded to the next whole number before the pick list is sent to the ATC.

- “EXPIRED IV TIME LIMIT:”

Type the Number of Hours between 0 and 24 that continuous IV orders may be renewed after expiring.

- “PRIORITIES FOR PENDING NOTIFY:”

Select the priorities / schedules for notifications to be sent to the PSJ STAT NOW PENDING ORDER mail group.

If the PRIORITIES FOR PENDING NOTIFY and PRIORITIES FOR ACTIVE NOTIFY parameters of the SYSTEMS PARAMETERS EDIT [PSJ SYS EDIT] option, and the PRIORITIES FOR NOTIFICATION parameter of the INPATIENT WARD PARAMETERS EDIT [PSJ IWP EDIT] option are all empty / not defined then notifications will be sent for priorities of STAT and ASAP, and schedules of NOW and STAT.

- “PRIORITIES FOR ACTIVE NOTIFY:”

Select the priorities / schedules for notifications to be sent to the PSJ STAT NOW ACTIVE ORDER mail group.

If this parameter is empty / not defined, the priority set in the PRIORITIES FOR PENDING NOTIFY parameter via the SYSTEMS PARAMETERS EDIT [PSJ SYS EDIT] option will be used (if defined).

If the PRIORITIES FOR PENDING NOTIFY and PRIORITIES FOR ACTIVE NOTIFY parameters of the SYSTEMS PARAMETERS EDIT [PSJ SYS EDIT] option, and the PRIORITIES FOR NOTIFICATION parameter of the INPATIENT WARD PARAMETERS EDIT [PSJ IWP EDIT] option are all empty / not defined then notifications will be sent for priorities of STAT and ASAP, and schedules of NOW and STAT.



**Note:** The “AUTO-DC IMO ORDERS:” field has been moved from the PHARMACY SYSTEM file to the CLINIC DEFINITION file. To access this field, use the *Clinic Definition* [PSJ CD] option under the *PARAMeters Edit Menu* [PSJ PARAM EDIT MENU] option.

## Example: Systems Parameters Edit

```
Select PARAMeters Edit Menu Option: SYStems PARAMeters Edit

NON-FORMULARY MESSAGE:
  1>This is the Non formulary message!!!
EDIT Option: ?
  Choose, by first letter, a Word Processing Command
  or type a Line Number to edit that line.
EDIT Option: ^
PRINT 6 BLOCKS FOR THE PRN MAR: ?
  Enter 1 to allow 6 blocks to be printed for the ONE-TIME/PRN orders on the
  7/14 DAY MAR ONE-TIME/PRN SHEET.
  Choose from:
    1          YES
PRINT 6 BLOCKS FOR THE PRN MAR: <Enter>
PRINT DIET ABBR LABEL ON MAR: ?
  Enter 1 or Yes, the Dietetics Abbreviated Label will print on the MAR
  Choose from:
    1          YES
PRINT DIET ABBR LABEL ON MAR: <Enter>
MAR SORT: Sort by order's Medication Names.// ?
  Choose from:
    0          Sort by order's Schedule Type and then Medication Names.
    1          Sort by order's Medication Names.
MAR SORT: Sort by order's Medication Names.// <Enter>
ATC SORT PARAMETER: ATC MNEMONIC// ?
  Enter '0' to send Pick List to ATC by drug, '1' for admin time.
  Choose from:
    0          ATC MNEMONIC
    1          ADMIN TIME
ATC SORT PARAMETER: ATC MNEMONIC// <Enter>
CALC UNITS NEEDED PRN ORDERS: YES// ?
  Enter a 1 if you would like to have the UNITS NEEDED calculated for PRN
  orders on the Pick List.
  Choose from:
    1          YES
CALC UNITS NEEDED PRN ORDERS: YES// <Enter>
DAYS UNTIL STOP FOR ONE-TIME: ?
  Type a Number between 1 and 30, indicating the number of days a one-time
  order should last if there is no ward parameter defined.
DAYS UNTIL STOP FOR ONE-TIME: <Enter>
ROUND ATC PICK LIST UNITS: YES// ?
  The purpose of this field is to allow rounding of fractional doses to be
  sent by the pick list to the ATC.
EXPIRED IV TIME LIMIT: ?
  Type the Number of Hours between 0 and 24 that continuous IV orders may be
  renewed after expiring
PRIORITIES FOR PENDING NOTIFY: ?
  Choose from:
    S          STAT
    SA         STAT/ASAP
    SAN        STAT/ASAP/NOW
    A          ASAP
    AN         ASAP/NOW
    N          NOW
    SN         STAT/NOW
PRIORITIES FOR ACTIVE NOTIFY: ?
  Choose from:
    S          STAT
    SA         STAT/ASAP
    SAN        STAT/ASAP/NOW
    A          ASAP
    AN         ASAP/NOW
    N          NOW
    SN         STAT/NOW
```

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